

# Lightroom Tips, Keyboard Shortcuts and References

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## Tips:

- **Importing** - Organize files in **My Pictures/My Lightroom Photos** (or your preferred title) master folder. Instead of the default filename (DSC\_7528.NEF) that will eventually be duplicated, make a custom naming template, such as **Custom Text Filename**, where Custom refers to the subject matter (Place, Event, Current Projects). Use **Folders, Collections, Collection Sets**, and **Keywords** to organize desired images.
- **Backup Files** - You can backup your image files directly to another drive when importing from a media card by going to **Import> Import Photos from...** window, then checking the box for **Back up to:** and finally choosing the location where you want to save them. This way you can make copies on two different drives, rename them and add metadata including copyright information in one step. By keeping the main files on the internal hard drive, a mirror image of all files is maintained on the external hard drive that includes all changes made in LR. For a belt-and-suspenders approach, burn DVDs as well.
- **Backup Catalog** - Go to **Edit>Preferences>Catalog Settings, Back Up Catalog;** select **Once a day, upon exiting Lightroom**, then save them on a separate hard drive.
- **Keywords** - Add all applicable keywords when importing. More can be added later. Unselect all flash card images when importing and then re-select only those images of the same subject or location to import them using the same set of keywords. Repeat this process until all your different subjects or categories of images are imported.
- **Picking, Rejecting** - First step of editing is to select or **Pick (P)** all keepers, and **Reject (X)** those that are not worth keeping. Press **0** to skip or set the **Caps Lock** to skip automatically after each P or X. Be sure to delete all rejects from the disk.
- **Rating** - Set the ratings from 1 to 5 stars.
- **Color** - Set color labels to **Red, Green, Yellow, Blue, Purple** or **None**.
- **Collections** - Create **Collections** and **Collection Sets**.
- **Collection Sets** - Use these like sub-folders in Bridge for organizing groups of images.
- **Folders** - You can set these up to be a mirror image of your subject files as seen in Bridge or Windows Explorer, but **any changes**, such as clicking and dragging a folder to a new parent folder or renaming a folder, **must be made in LR**. Otherwise LR will lose track of the original source and you will be forced to find and reconnect the missing files. While this is doable whenever you see a question mark on your images in LR, it is an avoidable and time consuming nuisance.

## Keyboard shortcuts:

- **Caps Lock** – Jumps to the next image after flagging a file as a Pick, Skip or Reject.
- **C** – Compares two images (X/Y) for Select vs. Candidate in Library mode.
- **E** – Opens the Loupe view to an enlargement ratio of 1:1 (default) or reset to other ratios.
- **F** – Toggles the full screen mode on/off.

- **F2** – Opens the **Rename 2** window, then hit arrow for drop down menu and select **Edit** to open **File Name Template**.
- **\** – Toggles the **Library Filter** bar **On** to search and **Off** for more viewing space.
- **G** – Opens the **Grid** view in Library.
- **J** – Opens/closes the **Clipping Warning** for setting black and white points.
- **L** – Toggles the **background lighting** to dim the lights, turn the lights out and return.
- **M** – Activates the **Graduated Filter**.
- **N** – Opens **Survey View** with three images.
- **O** – Skips over the current selection.
- **P** – Flags selection as a **Pick**.
- **Q** – Activates **Spot Remove** (Clone).
- **R** – Opens the **Crop Overlay** tool.
- **Shift - Tab** – Hides all panels for full screen display.
- **Tab** – Hides/shows side panels.
- **T** – Shows/hides the tool bar.
- **V** – Converts image to **B&W** mode.
- **X** – Flags the current selection as a **Reject**.
- **Ctrl - E** – Transfers image into **Photoshop** for further editing.
- **Ctrl - R** – Reveals the file folder location in **Explorer**.
- **Ctrl - Q** – Quits or closes LR.
- **Ctrl - W** – Closes image in **Photoshop** and returns it to **LR**.
- **Ctrl - Z** – Undoes the last step.

#### References:

- <http://jkost.com/> for a wealth of LR tips, tutorials, etc by Julianne Kost, Adobe System's Senior Digital Imaging Evangelist. An outstanding learning resource for LR and PS.
- <http://seminars.adobe.acrobat.com/p37967793?launcher=false&fcsContent=true&pbMode=normal> for the Adobe train-the-trainer session for PSA Clubs by Julianne Kost
- <http://kelbyone.com/product/adobe-photoshop-lightroom-cc-book-digital-photographers/>, **Adobe Photoshop Lightroom CC Book for Digital Photographers**, by Scott Kelby
- [http://kelbytv.com/lightroomkillertips/?utm\\_source=napp&utm\\_medium=email&utm\\_campaign=newswire+Apr2011](http://kelbytv.com/lightroomkillertips/?utm_source=napp&utm_medium=email&utm_campaign=newswire+Apr2011) Lightroom Killer tips by Scott Kelby
- <http://kelbyone.com/course-category/lightroom/?page=1> **National Association of Photoshop Professionals (NAPP)** membership subscription, which includes **Photoshop User** magazine for \$99/year
- <http://tv.adobe.com/evangelist/julianne-kost/tutorial> Julieanne Kost home page
- <http://www.dpreview.com/news/3574818178/adobe-lightroom-cc-2015-4-lightroom-6-4-and-acr-9-4-now-available-for-download> published Jan. 27, 2016 by Allison Johnson
- <http://timgrey.com/> Subscribe to **Pixology** monthly emagazine covering Photoshop, Lightroom and photographic equipment for \$20 and/or to GreyLearning courses.
- [tim@timgrey.com](mailto:tim@timgrey.com) Get a free subscription to **AskTimGrey eNewsletter** and receive helpful tips several times a week through answers to subscriber's questions.